



Date Requested:	Map & Tax Lot #:
Street Address: (One address per request – exact address required.)	
Applicant Name:	Contact Phone #:
Representing:	Email Address:
Mailing address:	
<b>SEARCH INFORMATION REQUESTED</b>	
For what specific purpose is this information requested:	
CHECK ALL THAT APPLY:	
<input type="checkbox"/> All permits and inspection Record History for this address	
<input type="checkbox"/> Copy of Plans	
<input type="checkbox"/> Commercial (Commercial plans are microfilmed after project is completed)	
<input type="checkbox"/> Residential (Residential plans only retained for 2 yrs once project is completed)	
<input type="checkbox"/> I would like to review all material found. Please contact me to schedule an appointment.	
<input type="checkbox"/> Other: _____	
_____	
_____	
_____	
_____	
<b>FEES FOR SERVICES</b> There is \$20 minimum, non refundable charge, for the first 45 minutes of research time. If a project is extensive and requires more than 45 minutes, you will be notified. Additional research time is charged in 15 minute increments according to the staff costs required to perform the work. This is normally \$27.50 per hour, unless research is done by a Planner, Plan Examiner or other technical staff, in which per hour rates may be higher.	<b>PRICE FOR COPIES</b> Regular paper copies from photocopier or LaserJet: <ul style="list-style-type: none"><li>• 0-5 pages (copies 11"x17" or smaller)      Free</li><li>• 6 + pages (copies 11"x17" or smaller)      \$0.25 per page</li><li>• Oversize Documents      \$5.00 per page</li></ul> Color copies or prints      \$1.50 per page Microfiche copies      \$0.75 per page
<b>Please note:</b> Record searches may take up to or more than two (2) weeks to process. It is possible that no records or documentation for this address may be found and that the microfiche quality may be poor or unreadable. Any materials protected by COPYRIGHT may only be viewed in person.	
<input type="checkbox"/> <b>Please read and sign. I understand that there is a minimum \$20.00 charge for each address request and that there will be additional charge for copies (listed above).</b>	
Applicant signature: _____	

For additional information on these record research services, contact  
Inspection Support at [ceinspectionssupport@ci.eugene.or.us](mailto:ceinspectionssupport@ci.eugene.or.us) or  
541-682-5283.

[www.eugene-or.gov/bps](http://www.eugene-or.gov/bps)